STUDENT CHROMEBOOK LOAN AGREEMENT
2023-2024

- District-issued Chromebooks should be used for educational purposes, and students are to adhere to the **Using Technology in School Acceptable Use Policy (AUP) for Students** at all times.
- Chromebook devices are enrolled under the **learn.conejousd.net** domain, making them inapplicable for any other use.
- CVUSD's administrative staff and faculty retain the right to collect and/or inspect Chromebooks, including via electronic remote access, and alter, add or delete installed software or hardware.
- Manufacturer and school barcode tags and name labels shall not be removed, covered, or marked upon.
- The installation of custom software or software purchased outside of CVUSD procurement channels is strictly prohibited.
- The school district uses an Internet content filter that complies with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in and out of school), will have Internet activity protected and monitored by teachers, school administrators, and the technology staff. If a student or parent has a concern regarding a website or online resource being blocked by the filtering system or if it is believed that a particular website or resource is wrongly classified, the information should be submitted to their school for an administrative review at which point a determination will be made to either allow or block the website or resource.

CHROMEBOOK BASICS

- The Chromebook is a unique laptop computer running the Chrome operating system. Handle it as you would any other computer and/or laptop – very carefully!
- Keep all food and liquids away from your Chromebook.
- Always transport Chromebooks with care.
- Never use pens or pencils on the display screen.
- Do not place stickers on your Chromebook or protective case or cables and adaptors.
- Protect your Chromebook from heat or cold. Don't leave your computer in a car overnight, near a heat source, etc.
- Keep your Chromebook safe – take it home every day and do not leave it unattended.
- Do not lend your Chromebook to another person – it is your responsibility.
- Do not try to repair your Chromebook if it isn't working. If you encounter a technical issue with your Chromebook, please submit a support request at https://conejousd.incidentiq.com
- Students should bring their Chromebook to school daily with a fully charged battery. Students without a charged Chromebook may not be able to participate in class learning activities.

DIGITAL INFORMATION

- Your (student) username and password are for your use only and should be kept secure.
  - Do not share your password information with other students.
  - Do not use another person's username and password for ANY reason.
- The Chromebook's settings, apps, photos, email, calendar, contacts, and bookmarks are automatically saved to Google Drive every day as long as the Chromebook is charging, connected to wireless Internet, and locked.

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- Students are to utilize their school Google account (*example: 123456@learn.conejousd.net*) when using their Chromebook. Apps that students will need for class are already part of the OS, and any further downloads need to be approved by a teacher.
- CVUSD web filters that block inappropriate content will be applied to the device at school and home. Students who make unauthorized modifications to their Chromebook, including disabling or otherwise attempting to override the filters, will be assigned consequences in accordance with school and district policy.

CHROMEBOOK INSURANCE

CVUSD has negotiated a discount with U-PIC Insurance Services (**School Device Coverage**) to provide insurance coverage for District-issued Chromebooks. Families can purchase insurance policies for **$39** on the following website **beginning August 1st, 2023**:

www.schooldevicecoverage.com/signup

The $0 deductible policy is valid for 1 school year, has no claim limits, no processing fees and is **HIGHLY RECOMMENDED**.

The policy provides full coverage for accidental damage, loss, theft and perils (flood, fire & vandalism).

Add-on policy coverage to cover lost or stolen AC adapters/charging cables is also available for **$6**.

School Device Coverage accepts checks, credit cards, PayPal and Venmo as forms of payment. Please do not bring checks or cash to your school site to pay for insurance coverage. All payments must be made online or sent to School Device Coverage directly.

Students with a damaged or lost Chromebook who have not purchased insurance will be responsible for the cost of repairing or replacing their device.

- The cost of repairing a device varies but averages between $10 and $200.
- The cost to replace a device will be based on the current market price for the same or similar device but typically runs between $250 - $350 depending on the Chromebook model.
- The cost to replace an AC adapter/charging cable is approximately $35.

DAMAGED/LOST/STOLEN CHROMEBOOKS

Students are responsible for the Chromebook they have been issued.

- Damaged/lost/stolen Chromebooks (including cords and power adapters) must be reported to the front office as soon as possible. Students whose Chromebooks are damaged/lost/stolen will need to follow the school-designated process for reporting the incident, including submitting a school incident report, speaking with the school librarian or instructional media technician, or other school-designated representatives.
- Damage: Take good care of your Chromebook. You are responsible for accidental damage and any damage caused by reckless or intentional misconduct. This includes, but is not limited to, throwing or dropping the device, swinging a bag or backpack with a device inside, stepping on the device, spilling
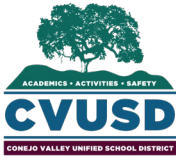
liquid on the device, tampering with the internal components, or making unauthorized modifications to the operating system (aka hacking).

- Lost/Stolen Chromebooks: In cases of theft or disappearance (off-campus), submit a copy of a police report and a school incident report form. The police report must directly mention the theft of the device and the circumstances surrounding the theft. In the case of any theft/disappearance - both on-campus or off-campus - the student must report their Chromebook missing and complete an incident report IMMEDIATELY in the front office.

Depending on the severity/number of occurrences:

- A student (and parent) may be required to meet with the principal and review the applicable Chromebook policies before receiving a replacement device.
- A student may be issued a loaner for in-school use only (pending availability).

STUDENT USER AGREEMENT AND PARENT PERMISSION FORM

Student: As a user of the Conejo Valley Unified School District computer network and recipient of a CVUSD Chromebook, I acknowledge receipt of and hereby agree to comply with the **Using Technology in School Acceptable Use Policy (AUP) for Students**. I understand that my use of a Chromebook/mobile device is subject to the CVUSD Discipline Policy and Procedures, including but not limited to: Student Use of Technology (Bd. Pol. 6163.4), Electronic Signaling Devices (Bd. Pol. 5131), Bullying (E.C. 48900, 48900.2, 48900.3, and 48900.4), Damaged or Lost Instructional Materials (Bd. Pol. 6161.2), and Sexual Harassment (Bd. Pol. 5135.7).

Student Name (PRINT):

Student ID:

School:

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Parent: As the parent or legal guardian of the student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed, and understand the **Using Technology in School Acceptable Use Policy (AUP) for Students,** and I have discussed them fully with my child. I understand that some materials on the Internet may be objectionable, but I accept responsibility for the guidance of internet use by setting and conveying the school's standards, procedures, and rules when selecting, sharing, or exploring information and media.

Parent/Guardian Name (PRINT):

Parent/Guardian Signature: Date: